

COMMUNITY DEVELOPMENT COMMITTEE

MINUTES

The Community Development Committee of the Willmar City Council met on Thursday, June 12, 2014, in Conference Room No. 1 at the City Office Building.

Present:	Rick Fagerlie	Chair
	Bruce DeBlieck	Vice Chair
	Jim Dokken	Member
	Tim Johnson	Member

Others present Bruce Peterson, Director of Planning and Development Services; Jill Bengtson, Kandiyohi County HRA Director; Steve Renquist, EDC Director; and David Little, "West Central Tribune."

Item No. 1 Call to Order

The meeting was called to order by Chair Fagerlie at 4:45 p.m.

Item No. 2 Public Comments

There were no public comments.

Item No. 3 Building Permit Fee Schedule (Motion)

The Committee continued discussion of a staff proposal to increase building permit fees from the 1994 fee schedule to the 1997 fee schedule. Included in the staff proposal was a request to increase plumbing permit fees from \$7.00 per fixture to \$20.00 per fixture. This would bring the plumbing permit fee schedule more in line with the State of Minnesota that charges \$25.00 per fixture. Staff presented a comparison of permit fees for projects of various valuations under both the 1994 and 1997 UBC fee schedules, as well as from the 2003 League of Minnesota Cities recommended fee schedule. Staff further explained their attempt to do a cost accounting of the permitting process. A handout was discussed that showed the percentage of the departmental budgets applied to the cost of providing the service on a cost accounting basis. The Committee asked if the increase in fees would require a public hearing. Staff informed the Committee it would require a public hearing for the adoption of an ordinance. It was noted that there is no rush to adopt an ordinance; staff was looking for direction for the 2015 budget. Any proposed fee increase would not take place until January 1, 2015.

A motion was made by Council Member DeBlieck, seconded by Council Member Johnson and passed that the Council pursue the adoption of the ordinance to change the building permit fee schedule from the 1994 UBC to the 1997 UBC, and to increase plumbing permit fees from \$7.00 per fixture to \$20.00 per fixture.

Item No. 4 Wind Turbine Proposal (For Information Only)

Staff presented information related to a preliminary proposal to erect vertical access wind turbines on City-owned property near the Waste Water Treatment Facility. The purpose of the project would be to provide power to the Waste Water Treatment Facility and, in theory, save the City money. It was noted that the proposal had not been formally vetted by Willmar Municipal Utilities. There are certain cost impacts on the Utilities and City that would result from the project. The Committee was concerned that the Utilities have an opportunity to review the proposal internally prior to any type of action by the Council. The matter was received for information only and staff will refer the proposal to Willmar Municipal Utilities.

Item No. 5 Project Update (For Information Only)

Staff presented information on year-to-date construction levels and gave the Committee a look at projects that are expected to be permitted within the next month. The total of projects to-date and those that have been received for plan review exceed \$40,000,000 in commercial/industrial activity.

Item No. 6 Old Business

Staff updated the Committee on the status of the Erickson building, Historic 313 4th Street building, and the vacant structure at 515 7th Street Northwest.

Item No. 7 New Business

HRA Transfer (For Information Only) - Jill Bengtson of the Kandiyohi County Housing and Redevelopment Authority was present to discuss the transfer of Section 8 and public housing programs from the Willmar HRA to the County HRA. The United States Department of Housing and Urban Development is looking to have a July 1, 2014 closing on the transfer of the two programs. Following the transfer of those programs, discussion will continue prior to any action to formally dissolve the City HRA and to transfer its authority and operation to the County. It was a consensus of the Committee that no action be taken at this time. The Committee requested City Attorney review of the matter prior to Committee or full Council action. Other concerns included possible opportunities for efficiency by consolidating administrative functions and costs, as well as representation on the County HRA Board once the City HRA is formally dissolved. The Committee asked staff to forward the HRA program transfer documents to the City Attorney, and received the matter for information only, pending attorney review.

Jennie-O Turkey Store Development Agreement (Resolution) - Staff presented a summary of the Development Agreement between the City of Willmar and Jennie-O Turkey Store for the land transfer and tax increment financing programs recently approved by the Council. A question was asked regarding claw-back provisions within the Agreement. Staff and the Committee discussed Section 3.5.2 of the Agreement that deals with the company's requirement to pay back any or all of the business subsidies should they fail to meet the goals stated in the Agreement. Staff explained that the closing was scheduled for July 1, 2014 and that there would not be another Council meeting prior to the closing. Therefore, staff recommended that the development agreement be approved.

A motion was made by Council Member DeBlieck, seconded by Council Member Dokken and passed to adopt a resolution approving the Development Agreement and authorizing the Mayor and City Administrator to execute the Agreement and real estate closing documents.

There being no further business to come before the Committee, the meeting was adjourned at 6:00p.m. by Chair Fagerlie.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "B. Peterson", written over a horizontal line.

Bruce Peterson, AICP
Director of Planning and Development Services